Andrew Wiles Building

Event Checklist

Event Details

|  |  |
| --- | --- |
| **Title of Event** |  |
| **Administrative Organiser & Tel Number**  |  |
| **Cost Centre Code** |  |
| **Number of Attendees** |  |
| **Event Supervisor** |  |
| **Date Checklist Submitted** |  |

Booking Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Space Booked** | **Date** | **Start Time** | **End Time** | **No. of Guests** | **Room Layout** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Please indicate above what areas you have booked, and if you would like any tables, chairs or a specific layout for this space. New line per area/space.**

Other Details

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes/No** | **Quantity** | **Comments** |
| **FSA to lock up**  |  |  | **Sweep booked area before locking up**  |
| **Additional Tables** |  |  | **Provide layout description above or send floor plan with this checklist** |
| **Glasses/ Water in Rooms** |  |  | **Subject to Availability** |
| **Hospitality/ Catering** |  |  | **PLANON or Self-Catered** |
| **Signs/ Banners** |  |  | **Please Hand in to FM Office S0.43 or****Attach to Email with any Directions** |
| **Vehicles/ External or** **Internal Deliveries** |  |  | **If yes, provide vehicle registration details in additional comments box below** |
| **Coat Rail/ Storage Space** |  |  | **If yes, fill in Additional comments box below** |
| **Disability Access Requirements** |  |  | **Blue Badge Parking?** |
| **Overtime Staff Needed\*** |  |  | **1 staff member per expected 150 attendees** |
| **Large Display Panels/Boards** |  |  | **Subject to Availability** |
| **Risk assessment completed** |  |  | **Include in email attachments along with this checklist. Required for large events above 300 people or increase risk for building users (e.g impedes or will affect fire escape routes).** |
| **Additional cleaning required** |  |  | **See bottom of page** |

Additional Requests/Comments

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|  |

Brief Outline of Event

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**Checklist Completion**

Please email the checklist to fm-managers@maths.ox.ac.uk and events@maths.ox.ac.uk at least 2 weeks prior to the event. It would be very much appreciated if a follow-up checklist could be sent 48 hours before the event, if changes have been made to any event requirements.

**\*Overtime**

Please note that the Andrew Wiles Building is staffed from 07:00 until 18:00 Monday to Friday. Any event taking place outside of these hours, including weekends, will need staffing and overtime will be charged to BK0000. It is a requirement to have 1 member of staff per 150 guests. For essential information about the Andrew Wiles Building, please visit <https://www.admin.ox.ac.uk/access/dandt/mpls/andrewwilesbuilding/>

**Cleaning**

Please be aware that our cleaning contractors clean AWB Monday – Friday night 18:00 – 22:00. If an event is taking place on either Saturday or Sunday or both, additional cleaning arrangements can be made to make spaces clean and ready (chargeable to dept). Please ensure two-week notice.